

STUDENT ENGAGEMENT

Weekly Newsletter

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Academic and Transfer Advising:

We hope that it has been a smooth transition into remote learning this week! The Academic & Transfer Advising Center Staff are ready to assist you virtually. As a reminder – **check your MassBay email every day - all of our communication will be sent to your MassBay email account.**



Your assigned academic advisor may be attempting to contact you via email or phone to assist you for this semester and beyond. If you are unsure who your assigned academic advisor is, you can determine this in Bay Navigator in your "Student Center."

We are here to help! Academic Advisors are ready to assist you with your transition to remote learning, course withdrawals, fall and summer course selection, academic goal setting, individualized academic plans, transfer credit evaluation, graduation reviews, and assistance navigating course and life challenges.



How do I Access Virtual Advising?

⇒ **My Assigned Advisor works in the Academic & Transfer Advising Center or Coaching Commons**

Full-time academic advisors who work in the Academic & Transfer Advising Center and Coaching Commons are available to meet with you by phone, web/video conferencing, and email. To connect with an academic advisor via phone or web/video conferencing, you may schedule an appointment through the MassBay Website or email them directly. Once you've scheduled an appointment, instructions will be immediately sent to your MassBay email account on how to access your advising session.

To make an appointment:

1. Visit www.massbay.edu
2. Scroll to the bottom of the page and click "STUDENTTRAC"
3. Login with your MassBay username and password
4. Follow instructions to make an appointment

Academic Advisors who work in the Coaching Commons and in the Academic & Transfer Advising Center:

- Brooke Ogden, Academic Counselor
- Cheryl MacMillan, Academic Counselor
- Lori Cannizzaro, Academic Counselor
- Naomi Brown-Jones, Academic & Transfer Counselor*
- Jessica Henry, Academic & Transfer Counselor
- Sean Fortney, Academic & Transfer Counselor
- Evan O'Brien, Academic Counselor*
- Karen Akukwe, Coordinator of Transfer Affairs & Articulation
- Sarah Cooper, Operations Coordinator
- Amy Greif, Academic Success Coach
- Margaret Crowe, Academic Success Coach
- Carolyn Frantz, STEM Advisor*

**appointment by direct email only*

⇒ **What if my Assigned Advisor is not a member of the Academic & Transfer Advising Center?:**

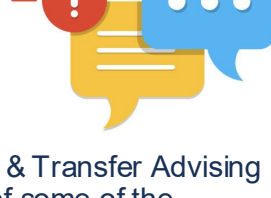
All students are assigned an academic advisor who may be a part of the faculty, staff, or Academic and Transfer Advising Center. If your assigned academic advisor is not a member of the Academic Advising & Transfer Center, we encourage you to email them directly to connect.

⇒ **What if I Don't Have an Assigned Advisor listed in my Student Center in Bay Navigator?**

Any student needing assistance can utilize the Academic & Transfer Advising Center Staff. Email advisingcenter@massbay.edu or call 781-239-2775 to be connected with an Academic Advisor

Enrollment Updates & Deadline Changes:

MassBay has been working diligently to be flexible and dedicated to student success during this uncertain time. **There will be more updates, so please check your MassBay email.** If you are contemplating withdrawing from any of your courses, we strongly recommend speaking with your academic advisor or contacting the Academic & Transfer Advising Center before doing so. Here is a quick summary of some of the changes and updates related to enrollment:



- **Spring 2020 Withdraw Deadline** – The last day to withdraw from a course to receive a "W" on your transcript instead of the grade earned is **May 1st**
- **Summer 2020 Course Selection** – It's time to enroll for summer courses! Courses are posted and available to select for all three summer sessions. Meet with your advisor now to save your seat! (*Decisions have not been made yet about whether or not summer courses will be taught in person or remotely. Announcements will come soon.*)
 - **Summer Session, 6 week 1:** May 18th – June 26th
 - **Summer Session, 10 week:** May 18th – July 24th
 - **Summer Session, 6 week 2:** July 6th – August 14th
- **Fall 2020 Course Selection:** The first day of fall course registration is **April 27th**. Meet with your advisor now to begin planning for the Fall Semester. All courses and course times are already posted.



Transfer Advising:

If you are hoping to transfer to a four-year institution for the Fall Semester or are hoping to begin your planning now for another semester, the Academic & Transfer Advising Center is prepared to assist you with these efforts virtually. Transfer Advising is offered via appointment or via online office hours.

Note: Many institutions have updated their application process and timeline for fall semester acceptance due to COVID-19; please connect with a transfer counselor at MassBay or a representative from your prospective institution to learn more.

- **Transfer Advising by Appointment:** If you would like to schedule an appointment with a Transfer Counselor, follow the instructions below. You will be invited to schedule appointments with one of our three Transfer Counselors by phone or by video:

⇒ **Karen Akukwe**, Coordinator of Transfer Affairs & Articulation

kakukwe@massbay.edu

⇒ **Jessica Henry**, Academic & Transfer Counselor

jhenry@massbay.edu

⇒ **Sean Fortney**, Academic & Transfer Counselor

Sfortney@massbay.edu

To make an appointment:

1. Visit www.massbay.edu
2. Scroll to the bottom of the page and click "STUDENTTRAC"
3. Login with your MassBay username and password
4. Choose "transfer" as the reason for the appointment.
5. Fill out all other required details
6. Choose a transfer that works with one of the three transfer counselors listed above.

- **Transfer Advising by Online Office Hours**

Karen Akukwe, Coordinator of Transfer Affairs & Articulation, will be available to assist you with any of your transfer questions during her online office hours. She is available during the following times on WebEx:

- Mondays: 3pm-4pm
- Tuesdays: 2pm-3pm
- Wednesdays: 11am-12pm
- Thursdays: 2pm-3:30pm

⇒ Join by Web: <https://massbay.webex.com/meet/kakukwe>

⇒ Join by Phone: 1-617-316-0704, Access code (244 492 35), then hit #

Coaching Commons:

Success Coaching is now available 100% online or via phone! If you have questions about succeeding in remote classes, staying organized and staying up to date with assignments, or managing the new stressors of changing your learning/working environment, we can help you find the resources that you need.



For students wishing to speak with a Success Coach: Please email coaching@massbay.edu or call 781-239-2727.

Email and voicemail are checked daily. A member of staff will reach out to students within 48 business hours. Our spring semester has changed quickly and unexpectedly. Coaching Commons is here to support you. We're in this together!

